



CITY OF EUREKA Building Department  
531 K Street • Eureka, California 95501-1165 • (707) 441-4155 • FAX (707) 441-420

# Request for Archive Search

I request that the Building Department search their archive files for information on the following address:

STREET ADDRESS:\*\* \_\_\_\_\_

\*\*Note: Actual building numbers must be provided. Do not use, for example, "NW corner of 6th and H Streets." If you need assistance determining possible building numbers, please ask to see the Sanborn Map.

I understand the documents I am seeking may not be in the Department's files, but that the search fee is not refundable.

I understand that file documents are public record, and while I may review these at the counter, I may not remove, mark, or alter them; copies can be made for a fee of .10 per page. Pages bearing professional stamps/seals cannot be copied, without written permission from the owner and professional of record.

I understand that the archive search takes time, may affect counter services, etc., during the search, and therefore, may not be available immediately.

Print your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Building Department thanks you for your patience. We will strive to complete the search within 24 hours of the request, and will call as soon as the search is completed.

Plans will be returned to the archives after three working days, unless other arrangements are made.